

## EXAMPLE

### Parent Notification Compliance with P.L. 107-110, Section 1111(h)(6)(A)

To: All Parents  
From: *[Insert school district name]*  
Date: *[Insert date]*  
Subject: Notification to Parents of Teacher Qualifications

As a parent of a student at *[insert school name]*, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact *[insert name]* at *[insert telephone number]*.